

L.E.A.R.N.

Libraries Empower All to Read Now

El Cajon Literacy Center: 201 E. Douglas Ave., El Cajon, CA 92020

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MONTHLY TUTORING REPORT

(due the 5th of each month)

For the month of (month, year):

Tutor:

Learner:

Phone:

E-mail:

Branch/Site:

Instructional Hours Total:

(The average hours are 12 per month; usually never less than 10)

Preparation Hours Total:

Travel Hours Total:

Other Hours Total:

(Includes tutor training, materials meetings, meetings with L.E.A.R.N. staff, in-service tutor training and tutor conferences)

What progress has been made toward meeting goals this month?

What goals have been met this month?

Have any new goals been set this month?

Comments/materials or special assistance needed from office?